

## Requesting New Accounting Codes

Only authorized people from each Program Unit should request new accounting codes. When requesting accounting codes to be set up in FFIS, please follow the guidelines below:

### **E-Mail Subject**

Send your request via e-mail to the FFIS Codes database ("FFIS Codes" in the "To" field). The Lotus Notes FFIS Codes database is a repository for all of the e-mails requesting new accounting codes. The e-mails are saved by FY and program unit as an audit trail of who requested new codes. It's not important that those requesting the new code have access to the FFIS Codes database; however, the database is available to anyone.

Enter the first requested 10-digit accounting code in the "Subject" field of your e-mail. Include the following information when requesting:

Element	Sample	Notes
<b>E-mail Subject</b>	5523405030	Please provide the first accounting code requested. No other words are necessary.
<b>E-mail CC</b>	Stacye Miller	Provide a copy of the request to your headquarters and region budget analysts.
<b>BFY</b>	05	Last two digits of the budget fiscal year.
<b>Program</b>	523405030	
<b>30 Character Description</b>	FMD, Financial Systems and Reports	Only the first 30 spaces will be used (e.g., "FMD, Financial Systems and Rep").
<b>State/Country code for geographic location*</b>	24	This is the state or country in which the funds will be spent.
<b>Name, Organization, and Telephone of Requester</b>	Gina Jones, Administrative Support Assistant MRPBS 301-734-1234	This helps us determine if you are an authorized requester and provides a contact telephone number.

\*The State/country code is the Geographic Location Code. Worldwide Geographic Location Codes list the number (for States and U.S. territories) and letter (for Countries) codes Federal agencies should use in designating geographic locations anywhere in the United States or abroad in computer programs. If you are not sure of the 2-digit code, please refer to the following web site: <http://www.gsa.gov/>. Search on GLC. Once you perform the search, use the first two numerals for a State Code e.g., MD=24, MN=27). United States territories use a two digit code as follows: Guam=66, Puerto Rico=72, and Virgin Islands=78.

### **New Reporting Category**

The reporting category represents a line item from congress, as APHIS wishes to track it. Not all new codes require new reporting categories. In fact, it is rare that a new reporting category is assigned. Anything in reimbursable funds (17, 18, 41, 57, 58, 59, 73, 75 and 83) do **not** have reporting categories. That is, the last three digits of the accounting code are not associated with a program class and group and therefore, do not need BPAS intervention. (See the Budget and Accounting Manual, Exhibit 5-2 for further explanation).

If you are requesting an accounting code with a new reporting category, you must first get it authorized for use by your budget analyst in the Budget and Program Analysis Section.

### **New Organization Code**

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If you are establishing a new organization, please add the organizational structure (i.e., which organization the new organization points to.) Also include the name of the state or country and its two-digit geographic location code, if known.

### **Alpha Numeric Codes**

If the new accounting code contains alpha characters, please provide the organization code and the reporting category.

### **Authorization to request codes**

We maintain a list of those authorized to request new accounting codes. We cannot accept requests from anyone else. It is the responsibility of each Program Unit to keep the list up to date.

### **Sample E-Mail Request**

To: FFIS Codes@USDA  
cc: Cherri Jones/MD/APHIS/USDA@USDA  
  
Subject: 4737228014

Please establish the following accounting code in FFIS:

<u>BFY</u>	<u>Program</u>	<u>Description</u>	<u>State</u>
05	737228014	Hattiesburg Laurel Regional Airport 28	

Thanks.....

Pam Smith  
Administrative Support Assistant  
Wildlife Services  
919/855-7297 (office)  
919/855-7315 (fax)